



**JOB POSTING**

**UNCLASSIFIED APPOINTMENT  
(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)**

<b>POSTING NUMBER:</b>	HR-0106	<b>ISSUE DATE:</b>	August 19, 2014
<b>TITLE:</b>	Assistant Division Director, Operations	<b>CLOSING DATE:</b>	September 2, 2014
<b>DIVISION / UNIT:</b>	Sandy Recovery Division	<b>SALARY RANGE:</b>	M98: \$95,000-\$105,000
<b>LOCATION:</b>	2 Gateway Center Newark (Essex County)		
<b>POSITIONS:</b>	1	<b>DISTRIBUTION:</b>	STATEWIDE

**DESCRIPTION OF MAJOR DUTIES:** Under the direction of the Division Director within the Sandy Recovery Division, candidate will serve as Assistant Division Director of Operations for the Housing Recovery Regional operations. The Assistant Division Director of Operations will direct the operation of 9 regional housing centers which serve applicants of the various Sandy Recovery Programs.

This position will require the day to day management of all Operations within the Sandy Recovery Division. The work locations for personnel in the Operations sections include 8 Housing Recovery Centers dispersed across 9 effected counties from Super Storm Sandy, an Operations Center located in Newark, and DCA HQ in Trenton. Duties include managing a direct report staff, monitoring the progress of all programs within the Home Owner and Landlord Rental realm, establishing goals and performance criteria, and successful delivery of grants. The personnel count within Operations Section is approximately 200. This position will report directly to the Director of the Sandy Recovery Division.

**REQUIREMENTS:**

**EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree. Master's Degree in Business Administration, Public Administration, Management, or Organizational Dynamics preferred.

**EXPERIENCE:**

Applicant should have a minimum of five (5) years managing large scale programs and projects. Scope of projects should include management of teams in excess of 100 employees and budgets greater than \$50 Million. Project Management experience should demonstrate a diverse interaction with Human Resources, Budget and Finance, Training professionals, Contract management and Implementation. Applicant should have a successful delivery record of contractual performance measures and positive client or employer relationships.

**LICENSE:** Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR#0106  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

*The New Jersey Department of Community Affairs is an Equal Opportunity Employer*